



## DUTY STATEMENT

<b>Classification: Staff Services Manager I</b>		<b>Position Number: 103-4800-003</b>
<b>Division/Office/Section: Legislative and External Affairs</b>		
<b>Location: 1001 I Street, Sacramento</b>	<b>Effective Date:</b>	
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Collective Bargaining Identifier (CBID): S 01</b>		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:** Under the general direction of the Deputy Director for Legislation, the Staff Services Manager I (SSM I) is responsible for the direct supervision of staff and the operations of the Legislative and External Affairs Office. The SSM I is responsible for supervising and coordinating the development of work products of the Office including, but not limited to, legislative analyses and proposals, requests for information from the Legislature and processing mandated reports. The incumbent is also responsible for training and development of staff in the Office. The incumbent represents Department of Resources Recycling and Recovery (CalRecycle) with legislators, legislative committees and staffs, California Environmental Protection Agency, the Governor's Office, other State agencies, and representatives for industry and environmental organizations. The SSM I also performs the duties and functions of the Deputy Director for Legislation in their absence.

### ESSENTIAL FUNCTIONS

- 30%** Supervises the workload and assignments for staff in the legislative unit as related to State and Federal legislation, fiscal and budget issues, legislative information requests, and general waste management policy issues
- 25%** Directs the development of bill analyses, enrolled bill reports, and any other necessary materials and resources related to CalRecycle's mission and direction for the Deputy Director, Director, CalRecycle Executive staff, the California Environmental Protection Agency and the Governor's Office.
- 20%** Directs and oversees administrative functions of the legislative office, including personnel development and mentoring; personnel actions, office budget, administrative manuals, development of contracts, legislative implementation processes, legislatively mandated reports and the legislative training manual for CalRecycle employees.
- 10%** Prepares and coordinates the development of legislative proposals needed to further CalRecycle goals and objectives. Directs, oversees and participates in the legislative process for proposals approved by the Governor's office from bill introduction to chaptering and implementation.

### MARGINAL FUNCTIONS

- 10%** Initiates and oversees legislative contacts such as legislative information requests and discussions with legislators, legislative staff, and lobbyists on pending legislation. Reviews and approves responses to inquiries from legislative offices, government agencies, special interest groups, and the general public regarding CalRecycle's policies and any legislation affecting CalRecycle. Present legislative updates at conferences and workshops
- 5%** Directs preparation of testimony and materials required at legislative hearings and budget hearings. Testifies before legislative committees and hearings on behalf of CalRecycle.

